



## Digital Projects Specialist

---

### Details

**Job ID : 490**

**Title :** Digital Projects Specialist

**Job Code :** 737

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

---

### Job Departments

- General Counsel - State Law Library

---

### Purpose

Oversee the digitization of the library collection and placement of collection into a database format for the world wide web.

---

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** None

---

### Job Skills/Abilities

- Advanced computer skills
- Proficient in all Microsoft office applications

---

### Job Preferred Knowledge

- 1 Year related experience in a library setting

---

### Job Duties

- Scan historic documents
- Convert documents using applicable software
- Proof read documents for accuracy
- Other special projects as assigned
- Other duties as assigned



## Electronic Services Administrator

---

### Details

**Job ID : 377**

**Title :** Electronic Services Administrator

**Job Code :** 703

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

---

### Job Departments

- General Counsel - State Law Library

---

### Purpose

RESPONSIBLE FOR ON-LINE LEGAL RESEARCH ADMINISTRATION, STATE LAW LIBRARY'S WEBSITE

---

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** None

---

### Job Skills/Abilities

- COMPUTER SKILLS
- RESEARCH SKILLS
- COMMUNICATION SKILLS
- EXPERIENCE: LAW LIBRARY EXPERIENCE

---

### Job Duties

- OVERSEE WESTLAW ADMINISTRATION INCLUDING BUT NOT LIMITED TO: PASSWORD AUTHORIZATION, EMAIL UPDATES TO USERS, TRAINING FOR JUDGES AND STAFF
- REFERENCE AND RESEARCH ASSISTANCE FOR THE COURT OF JUSTICE
- CONDUCT AND COMPILE DATA FROM ANNUAL COUNTY LAW LIBRARY INVENTORIES AND SURVEYS
- PUBLISH JUDICIAL ETHICS FORMAL OPINIONS ON STATE LAW LIBRARY WEBSITE
- RESPOND TO EMAIL FROM STATE LAW LIBRARY WEBSITE
- OVERSEE STATE LAW LIBRARY'S PATRON COMPUTER STATIONS
- ASSIST LIBRARY PATRONS
- ANSWER MAIN PHONE LINE
- SPECIAL PROJECTS AS ASSIGNED BY THE STATE LAW LIBRARIAN
- OTHER DUTIES AS ASSIGNED BY THE STATE LAW LIBRARIAN



## Library Collection Technician

---

### Details

**Job ID : 378**

**Title :** Library Collection Technician

**Job Code :** 438

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** YES

---

### Job Departments

- General Counsel - State Law Library

---

### Purpose

RESPONSIBLE FOR MAINTAINING THE LIBRARY COLLECTION AT THE STATE LAW LIBRARY

---

### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** None

---

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 20 POUNDS AND CLIMB STAIRS

---

### Job Preferred Knowledge

- LIBRARY EXPERIENCE

---

### Job Duties

- UPDATE LEGAL MATERIAL IN THE LAW LIBRARY AND SUPREME COURT
- MAINTAIN COLLECTION OF LEGAL MATERIAL LOCATED IN STORAGE
- HANDLE ALL MAIL AND SHIPPING
- ASSIST LIBRARY PATRONS TO FIND NEEDED LEGAL MATERIAL
- COPY CASES AND OTHER MATERIAL FOR LIBRARY STAFF, PATRONS, AND JUDGES
- DELIVER MATERIAL TO AOC AND THE COURT OF APPEALS
- SPECIAL PROJECTS AS ASSIGNED BY THE STATE LAW LIBRARIAN
- ORDERING OFFICE FURNITURE, EQUIPMENT AND SUPPLIES
- OTHER DUTIES AS ASSIGNED BY THE STATE LAW LIBRARIAN



## Resource Coordinator

---

### Details

**Job ID :** 375

**Title :** Resource Coordinator

**Job Code :** 528

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

---

### Job Departments

- General Counsel - State Law Library

---

### Purpose

RESPONSIBLE FOR PURCHASING AND INVENTORYING LEGAL MATERIAL/RESOURCES FOR THE COURT OF JUSTICE.

---

### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 2 Years of Work Experience

---

### Job Skills/Abilities

- COMPUTER SKILLS
- COMMUNICATION SKILLS
- EDUCATION: EMPHASIS IN ACCOUNTING

---

### Job Preferred Knowledge

- LIBRARY EXPERIENCE

---

### Job Duties

- PURCHASE BOOKS AND LEGAL RESOURCE MATERIALS
- CANCEL SUBSCRIPTIONS FOR BOOKS AND LEGAL RESOURCE MATERIALS
- MAINTAIN INVENTORY DATABASE FOR INDIVIDUAL JUDGES LIBRARIES, COUNTY LAW LIBRARIES, AND COURT OF JUSTICE STAFF
- SPECIAL PROJECTS AS ASSIGNED
- OTHER DUTIES AS ASSIGNED



## Technical Services Librarian

---

### Details

**Job ID :** 376

**Title :** Technical Services Librarian

**Job Code :** 824

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

---

### Job Departments

- General Counsel - State Law Library

---

### Purpose

RESPONSIBLE FOR PROCESSING AND LABELING ALL NEW MATERIAL COMING INTO THE STATE LAW LIBRARY.

---

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 1 Year of Related Experience

---

### Job Required Knowledge

- 1 YEAR OF RELATED EXPERIENCE MUST INCLUDE LIBRARY EXPERIENCE

---

### Job Skills/Abilities

- COMPUTER SKILLS
- COMMUNICATION SKILLS
- EXPERIENCE: CATALOGING EXPERIENCE

---

### Job Preferred Knowledge

- 1 YEAR LIBRARY EXPERIENCE

---

### Job Duties

- PROCESS AND LABEL ALL NEW MATERIAL
- OVERSEE ON-LINE SYSTEM FOR CATALOGING AND CIRCULATION
- SPECIAL PROJECTS AS ASSIGNED
- OTHER DUTIES AS ASSIGNED